



Beginning with the fall 2008 SRSD collection, all records processed for SRSD must have valid UICs prior to submission.

What This Means for You:

1. Every record submitted must have a UIC entered in *Field 124: Unique Identification Code (UIC)* for each student, **even for kindergarten or other students who have not previously been assigned a UIC**. If your file includes any records with blank UICs, your file will be rejected.
2. The local Error Check Application will check the file for records with blank UICs and for UICs that do not meet formatting requirements. Records that do not pass these initial checks will incur fatal errors. To assist users in obtaining correct UICs for their students, the application will input these errored records into a "non-SRSD" file ready to submit to SRSD (prior to October 4) or a "Request for UIC" file ready to submit to Michigan Student Data System (MSDS) (after October 4). (NOTE: Non-SRSD and Request for UIC files are NOT used in assigning accountability for graduation or dropout rates. Although district information may be included in these files, the data are used only for UIC resolution.)
3. After your SRSD file is uploaded to the state, it must pass an initial file-level validation. The application will verify that each record has a UIC, and that every UIC exists in the UIC Master database. Any blank or invalid UICs will result in the entire file being rejected, at which point you will need to correct all errors and resubmit your file.
4. Once the file passes the initial file-level validation, the records will then proceed through the UIC matching process. Each UIC will be processed through the MSDS to ensure that **the UIC submitted is valid for that particular student**.
5. **Individual records which do not pass the matching process must be resolved by the user before those records will be accepted.**
6. Secondary UICs will be accepted if submitted; however, a secondary UIC cannot be selected as part of the resolution process. MSDS will create a file for export with the submitted secondary UIC and the associated primary UIC. Districts should download this file and import the data to their local systems, updating the student's record to contain the primary UIC.

Steps to Take Prior to Submitting Fall SRSD Data:

1. Before October 4, submit non-SRSD batches as usual for all incoming students to ensure you have a UIC for every student. Complete any necessary resolution and download the output file with UICs to import into your local student information system.
2. Run the local Error Check Application to check your SRSD file for blank or incorrectly formatted UICs. Please note that the option to generate a non-SRSD file directly from the local Error Check will only capture records that do not have UICs or have UIC formatting errors. Error Check will not validate your UICs against the state UIC Master database.
3. On October 4, the new MSDS Request for UIC component will be active. **At this time, all districts should submit a Request for UIC file to the MSDS for all student records, even those which already have UICs.** This process replaces the non-SRSD batch process and will allow you to validate all of the UICs on your records against the UIC Master database, ensuring that the correct UIC is associated with each student.

Complete any necessary resolution, and download the output file with validated UICs to import into your local student information system.

4. Run the local Error Check Application as usual to prepare your SRSD file for transmission to your ISD. In addition to correcting any reported errors, remember to check for any remaining blank or incorrectly formatted UICs. Use the "Request for UIC" file (see #2 under "What This Means for You" above) to obtain any needed UICs.

Additional Support

1. CEPI will provide a weekly status report in September and October to every Intermediate School District (ISD) and district regarding the status of non-SRSD/Request for UIC uploads and resolution. This report will also indicate which districts have not yet gone through steps 1 and 2, as outlined above. This report will identify which districts may require additional support to complete these processes for a successful SRSD submission.
2. ISDs should work closely with districts requiring additional support to ensure that these districts complete the steps to validate UICs on their student records PRIOR to submitting their SRSD files.

Timeline

1. July 24 – October 3: Non-SRSD batches accepted in SRSD
2. September 24: SRSD Local Error Check released
3. October 4 – November 12: Request for UIC files accepted in MSDS
4. * October 15 – November 12: SRSD open for ISD uploads
5. * November 12: SRSD closes at 11:59 p.m.

* Note: Please watch for additional information regarding specific steps to follow during the fall SRSD submission window.